

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
Community Nutrition Programs
Child and Adult Care Food Program

Guidance Memorandum 13C: For Child and Adult Care Food Program Sponsoring Organizations and Independent Centers (Child Care Component)

Topic: Purchase of Meals

Date: June 2010

In accordance with CACFP regulations, child care centers may choose to purchase meals from vendors such as public or private schools, other child care centers, restaurants, nursing homes, hospitals, or food service management companies. Specific procedures and contracts are used when negotiating the purchase of these meals to ensure

- open and free competition in the purchase of products or services,
- that the agency receives the best product or service at the lowest price, and
- CACFP meal pattern requirements for components and amounts are met.

The child care institution has the responsibility of insuring that CACFP regulations are met when meals are provided by an outside source. The vendor is responsible for maintaining production records showing the quantity of food prepared for the children and delivery records showing amounts of food supplied daily in accordance with the negotiated agreement and the requirements listed in *Guidance Memorandum 9C: Recordkeeping Requirements for the Child and Adult Care Food Program*, Part C and *Guidance Memorandum 12C: Meal Pattern Requirements*. During a program review by DPI consultants, agencies that purchase meals from a vendor must be prepared to show how they monitor the delivered meals to ensure they are receiving the required quantities of food from the vendor. For example, routinely examining vendor's production records, requesting CN label information or comparable manufacturer's information for commercially prepared combination items like chicken nuggets and fish sticks, verifying size and number of portions received, etc.

Federal procurement requirements are specified in *Guidance Memorandum 4: Procurement Requirements for the Purchase of Food, Supplies, and Services*. The procurement practices required for the purchase of meals from a vendor are summarized on page 4 of *Guidance Memorandum 4*.

Three materials included in this guidance memorandum will assist the sponsoring organization and the vendor to meet the CACFP requirements. This information should be given to prospective vendors and discussed prior to the signing of an agreement.

- NUTRITION INFORMATION addresses ways to increase the nutritional quality of the meals within the framework of the CACFP meal pattern
- VENDOR AGREEMENT TO PROVIDE MEALS/SNACKS is used to specify details of the arrangement to provide meals and/or snacks and to hold each party responsible for their respective parts of the agreement.
- ATTACHMENT A shows current CACFP meal pattern requirements for children ages 1 through 12 and infants. It must be part of the signed vendor agreement.

If the total cost of the meals/snacks to be purchased per year is estimated to be less than \$100,000, complete a record sheet showing that at least three different possible vendors were contacted in an attempt to obtain a bid. See page 8 of this Guidance Memorandum for a sample "Record of Vendors Contacted" that can be used to document these contacts. A copy of the record of contacts must be submitted to the Department of Public Instruction/Community Nutrition Team, along with the completed, signed agreement whenever a new vendor contract is executed. It is not necessary to obtain competitive price quotations from three vendors when meals are purchased from a public or private nonprofit school. It is not necessary to obtain competitive price quotations from three vendors when an existing contract is renewed or updated for an additional period of time. All contracts to purchase meals need a beginning and ending date specified.

If the total cost of the meals/snacks for a year is projected to be \$100,000 or more, the procurement procedures for either a Request for Proposal (RFP) or an Invitation to Bid (ITB) outlined in *Guidance Memorandum 4: Procurement Requirements for the Purchase of Food, Supplies, and Services*, must be followed.

NUTRITION INFORMATION

The following guidelines have been developed to assist you in providing meals that maximize the nutritional benefit to preschool children. Eating habits that last a lifetime are formed during the early childhood years. Presenting children with nutritious foods and limiting their access to “empty calorie” foods is an important way to help children learn to make nutritionally sound food choices.

It is especially important that preschool children are provided with a well-balanced diet from a variety of foods, as the need for the essential basic nutrients is compounded by their rapid growth and body tissue formation. Children need to consume adequate vitamins, minerals, and protein. Therefore, foods that provide calories without many nutrients must be avoided. Vendors should make an effort to ensure that children are served meals that are moderate in the amounts of fat, sugar, and salt.

Moderating fat, sugar, and salt in the meals can be accomplished by

1. Reducing the frequency of serving food items that contain large amounts of fat, sugar, and sodium.
 - a. Omit high-sugar dessert items such as cakes, cookies, pies, Jell-O, puddings. For the purpose of meeting CACFP requirements, the eggs used in these items cannot be credited toward meeting the quantity requirement for the Meat/Meat Alternate Component. Fruit and/or vegetables in Jell-O or pudding must be available in at least a one-eighth cup serving per child in order to be credited for the CACFP.
 - b. Omit or limit condiment type items such as pickles, cranberry sauce, ketchup, and mustard. These items add very little nutritionally to the meal but contain extra sodium and sugar.
 - c. Omit or limit the gravies frequently served on meat and potatoes and the butter used on vegetables. Serve salad dressing on the side rather than mixing it with the salad ingredients. These items add extra calories to the meal and promote the development of a taste for rich, fatty foods.
2. Controlling the amount of fat, sugar, and sodium used in food preparation.
 - a. Serve lower fat meats and meat alternates, such as fresh or frozen lean meat, poultry, fish, or cooked dry beans and peas. Use low-fat milk and cheese made from skim milk, such as mozzarella and cottage cheese.
 - b. Limit meat/meat alternate items in the menu to the amount needed to meet the minimum quantity requirements. Extra protein sources such as cheese slices or peanut butter may be necessary to meet quantity requirements for older children.
 - c. Limit the amount of grains and breads served initially to one-half slice of bread or one-fourth cup of cooked pasta, rice, or cereal products. While whole grains or enriched flour products provide essential B vitamins, filling up on bread may prevent a child from getting adequate amounts of vitamins A and C which are most often found in fruit and vegetables. Second helpings of these items should be available to children.

Casserole items consisting of pasta or rice and meat/meat alternate may fall short of meeting the meat/meat alternate requirement. While such dishes often appear to be more than adequate in quantity, this is often the result of an over-production of the pasta or rice component. If the casserole contains more rice or pasta per serving than the one-fourth cup cooked minimum quantity, it is unlikely a child will eat enough to obtain a full serving of meat.

CHILD AND ADULT CARE FOOD PROGRAM (Child Care Component)

VENDOR AGREEMENT TO PROVIDE MEALS/SNACKS

This agreement is executed between _____ and
(Name of Vendor)

(Child Care Facility)

Whereas the facilities of _____
(Name of Vendor)

agree to operate in accordance with the Child and Adult Care Food Program (CACFP) regulations 7 CFR 226. This includes that the facility is adequate to prepare the required number of meals and snacks; has a current federal, state, or local health certification; and adheres to the health and sanitation requirements.

(Name of Vendor)

agrees to supply the following meals to _____
(Child Care Facility)

located at: _____
(Child Care Facility Location)

A. Check all that apply: ☐ Breakfast ☐ Snack ☐ Lunch ☐ Supper

B. These meals/snacks will be delivered: ☐ Unitized (individual packaged meals) ☐ Non-unitized

C. The portion sizes and components for the meals and snacks will be provided in accordance with current meal and snack pattern guidelines established by the United States Department of Agriculture and required under the Child and Adult Care Food Program. Documentation including delivery slips, production records, Child Nutrition (CN) labels, and other documentation that demonstrates meal pattern compliance will be provided to the center on request. Refer to Attachment A for the meal patterns.

D. Meals/snacks shall be delivered/picked up by _____
(Indicate "delivered" or "picked up") (Specify Vendor or Child Care Facility)

at _____.
(Specify Time)

E. _____ will provide proper containers
(Specify Vendor or Child Care Facility)

to maintain safe temperatures of food and milk while in transit.

F. The number of meals to be supplied will be _____. The number of meals may be increased or decreased
_____ by _____
(How frequently) (Specify the time and date as well as method for adjusting orders)

G. The price of meals shall be:

Breakfast	\$ _____	each
Snack	\$ _____	each
Lunch	\$ _____	each
Supper	\$ _____	each

(OVER)

H. The _____
(Child Care Facility)

will not pay _____
(Name of vendor)

for meals which are delivered outside of the agreed upon delivery time, are spoiled or unwholesome at the time of delivery, or do not otherwise meet the meal requirements for the CACFP.

IN FURTHER AGREEMENT _____, pursuant to
(Name of Vendor)

the provisions of the Child and Adult Care Food Program Regulations, will assure that said meals and snacks meet the minimum requirements for nutritive value and content, and will maintain full and accurate records that the Child Care Institution will need to meet its responsibility, including the following:

1. Menu Records

Daily menu records and daily production records listing the total amount of food prepared, and daily delivery records listing amounts of food supplied.

2. Meal Billing

A bill including the total number of meals and snacks supplied by type and total charge must be reported to the Child Care Institution promptly at the end of each month.

Retain the meal service records specified above for a period of three (3) years from the date of receipt of final payment under the contract, or in cases where an audit requested by the State agency or the Department remains unresolved, until such time as the audit is resolved. Upon request, make all accounts and records pertaining to the program available to representatives of the State of Wisconsin Department of Public Instruction, United States Department of Agriculture, and the federal General Accounting Office for audit or administrative review at a reasonable time and place.

IN THE EVENT the vendor is receiving Federal assistance under the Child and Adult Care Food Program, National School Lunch Program, School Breakfast Program, Special Milk Program, or Summer Food Service Program, or is receiving donated commodities, the following paragraph shall be considered a part of this Agreement.

Payments made to the vendor under this Agreement shall be deposited into its non-profit food service account and all expenditures made by the vendor in connection with this Agreement shall be paid from such account.

THIS AGREEMENT shall be effective as of _____ until _____.
It may be terminated by notice in writing given by either party to the other at least thirty (30) days prior to the date of termination. The following parties have executed this Agreement, effective the month, day, and year specified above.

(Vendor Representative)

(Child Care Facility's CACFP Authorized Representative)

(Title)

(Title)

(Date)

(Date)

ATTACHMENT A

CACFP Meal Pattern Requirements—Children (Age 1 through 12)ⁱ

The meal must contain, at a minimum, each of the components listed in at least the amounts indicated for the specific age group in order to qualify for reimbursement.

	Age 1 & 2	Age 3, 4, & 5	Age 6 through 12 ⁱ
BREAKFAST			
1. Milk, fluid	1/2 cup	3/4 cup	1 cup
2. Juice, ^a fruit or vegetable or Fruit(s) or vegetable(s)	1/4 cup 1/4 cup	1/2 cup 1/2 cup	1/2 cup 1/2 cup
3. Grains/Breads: ^b Bread	1/2 slice	1/2 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc ^b	1/2 serving	1/2 serving	1 serving
Cereal:			
Cold dry	1/4 cup or 1/3 oz ^c	1/3 cup or 1/2 oz ^c	3/4 cup or 1 oz ^c
Hot cooked	1/4 cup total	1/4 cup	1/2 cup
Cooked pasta or noodle products	1/4 cup	1/4 cup	1/2 cup
LUNCH OR SUPPER			
1. Milk	1/2 cup	3/4 cup	1 cup
2. Meat or meat alternate:			
Meat, poultry, fish, cheese	1 oz	1+1/2 oz	2 oz
Alternate protein products ^g	1 oz	1+1/2 oz	2 oz
Yogurt, plain or flavored, unsweetened or sweetened	4 oz or 1/2 cup	6 oz or 3/4 cup	8 oz or 1 cup
Egg	1/2 egg	3/4 egg	1 egg
Cooked dry beans or peas	1/4 Cup	3/8 cup	1/2 cup
Peanut butter or other nut or seed butter	2 Tbsp.	3 Tbsp.	4 Tbsp.
Peanuts or soy nuts or tree nuts or seeds	1/2 oz = 50% ^d	3/4 oz = 50% ^d	1 oz = 50% ^d
3. Vegetable and/or fruit ^e (at least two)	1/4 cup total	1/2 cup total	3/4 cup total
4. Grains/Breads: ^b Bread	1/2 slice	1/2 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc ^b	1/2 serving	1/2 serving	1 serving
Cereal, hot cooked	1/4 cup total	1/4 cup	1/2 cup
Cereal, cold, dry	1/4 cup or 1/3 oz ^c	1/3 cup or 1/2 oz ^c	3/4 cup or 1 oz ^c
Cooked pasta or noodle products	1/4 cup	1/4 cup	1/2 cup
SNACK			
Select two of the following four components:			
1. Milk	1/2 cup	1/2 cup	1 cup
2. Juice, a,f fruit or vegetable or Fruit(s) or vegetable(s)	1/2 cup 1/2 cup	1/2 cup 1/2 cup	3/4 cup 3/4 cup
3. Grains/Breads: ^b Bread	1/2 slice	1/2 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc ^b	1/2 serving	1/2 serving	1 serving
Cereal:			
Cold dry	1/4 Cup or 1/3 oz ^c	1/3 cup or 1/2 oz ^c	3/4 cup or 1 oz ^c
Hot cooked	1/4 cup	1/4 cup	1/2 cup
4. Meat or meat alternate			
Meat, poultry, fish, cheese	1/2 oz	1/2 oz	1 oz
Alternate protein products ^g	1/2 oz	1/2 oz	1 oz
Egg, Large ^h	1/2 egg	1/2 egg	1/2 egg
Cooked dry beans or peas	1/8 Cup	1/8 cup	1/4 cup
Peanut butter or other nut or seed butter	1 Tbsp.	1 Tbsp.	2 Tbsp.
Peanuts or soy nuts or tree nuts or seeds	1/2 oz	1/2 oz	1 oz
Yogurt, plain or flavored, unsweetened or sweetened	2 oz or 1/4 cup	2 oz or 1/4 cup	4 oz or 1/2 cup

a Must be full strength fruit or vegetable juice.

b Bread, pasta or noodle products, and cereal grains shall be whole grain or enriched, cornbread, biscuits, rolls, muffins, etc., shall be made with whole grain or enriched meal or flour.

c Either volume (cup) or weight (oz), whichever is less.

d No more than 50% of the requirement shall be met with tree nuts or seeds. Tree nuts and seeds shall be combined with another meat/meat alternate to fulfill the requirement. For purpose of determining combinations, 1 oz. Of nuts or seeds is equal to 1 oz. of cooked lean meat, poultry or fish.

e Serve 2 or more kinds of vegetable(s) and/or fruit(s). Full strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.

f Juice may not be served when milk is the only other component.

g Alternate protein products may be used as acceptable meat alternates if they meet the requirements on the following page.

h One-half egg meets the required minimum amount (one-ounce or less) of meat alternate.

i Youth ages 13 through 18 must be served minimum or larger portion sizes than those specified for ages 6 through 12.

Alternate Protein Products

A. What are the criteria for alternate protein products used in the Child and Adult Care Food Program?

1. An alternate protein product used in meals planned under the provisions in Sec. 226.20 must meet all of the criteria in this section.
2. An alternate protein product whether used alone or in combination with meat or meat alternate must meet the following criteria:
 - a. The alternate protein product must be processed so that some portion of the non-protein constituents of the food is removed. These alternate protein products must be safe and suitable edible products produced from plant or animal sources.
 - b. The biological quality of the protein in the alternate protein product must be at least 80 percent that of casein, determined by performing a Protein Digestibility Corrected Amino Acid Score (PDCAAS).
 - c. The alternate protein product must contain at least 18 percent protein by weight when fully hydrated or formulated. ("When hydrated or formulated" refers to a dry alternate protein product and the amount of water, fat, oil, colors, flavors or any other substances which have been added).
 - d. Manufacturers supplying an alternate protein product to participating schools or institutions must provide documentation that the product meets the criteria in paragraphs A.2. through c of this appendix.
 - e. Manufacturers should provide information on the percent protein contained in the dry alternate protein product and on an as prepared basis.
 - f. For an alternate protein product mix, manufacturers should provide information on:
 - (1) The amount by weight of dry alternate protein product in the package;
 - (2) Hydration instructions; and
 - (3) Instructions on how to combine the mix with meat or other meat alternates.

B. How are alternate protein products used in the Child and Adult Care Food Program?

1. Schools, institutions, and service institutions may use alternate protein products to fulfill all or part of the meat/meat alternate component discussed in Sec. 226.20.
2. The following terms and conditions apply:
 - a. The alternate protein product may be used alone or in combination with other food ingredients. Examples of combination items are beef patties, beef crumbles, pizza topping, meat loaf, meat sauce, taco filling, burritos, and tuna salad.
 - b. Alternate protein products may be used in the dry form (nonhydrated), partially hydrated or fully hydrated form. The moisture content of the fully hydrated alternate protein product (if prepared from a dry concentrated form) must be such that the mixture will have a minimum of 18 percent protein by weight or equivalent amount for the dry or partially hydrated form (based on the level that would be provided if the product were fully hydrated).

C. How are commercially prepared products used in the Child and Adult Care Food Program?

Schools, institutions, and service institutions may use a commercially prepared meat or meat alternate product combined with alternate protein products or use a commercially prepared product that contains only alternate protein products.



CACFP Infant Meal Pattern Birth through 11 Months



To comply with the Child and Adult Care Food Program regulations, it is the responsibility of child care centers caring for infants to purchase all required meal components on the Infant Meal Pattern according to the different age groups in care. The Infant Meal Pattern lists the minimum amount of food to be offered to infants from birth through 11 months. The infant meal must contain each of the following components in at least the amounts indicated for the appropriate age group in order to qualify for reimbursement. Food within the meal pattern should be the texture and consistency appropriate for the development of the infant and may be served during a span of time consistent with the infant's eating habits; for example, the food items for lunch might be served at two feedings between 12 noon and 2 p.m. Solid food should be introduced gradually to infants when developmentally ready and instructed by the parent.

Items on the following meal chart with a “•” indicate the items are required and must be provided to the infant in order to claim reimbursement for that meal. Items listed under “When developmentally ready” are required only when the infant is developmentally ready to accept them.

Birth through 3 months	4 through 7 months	8 through 11 months
Breakfast		
<ul style="list-style-type: none"> • 4–6 fl oz formula¹ or breast milk^{2,3} 	<ul style="list-style-type: none"> • 4–8 fl oz formula¹ or breast milk^{2,3} <p><u>When developmentally ready</u> 0–3 T infant cereal¹</p>	<ul style="list-style-type: none"> • 6–8 fl oz formula¹ or breast milk^{2,3} and • 1–4 T fruit or vegetable or both and • 2–4 T infant cereal¹
Lunch/Supper		
<ul style="list-style-type: none"> • 4–6 fl oz formula¹ or breast milk^{2,3} 	<ul style="list-style-type: none"> • 4–8 fl oz formula¹ or breast milk^{2,3} <p><u>When developmentally ready</u> 0–3 T infant cereal¹</p> <p>and 0–3 T fruit or vegetable or both</p>	<ul style="list-style-type: none"> • 6–8 fl oz formula¹ or breast milk^{2,3} and • 1–4 T fruit or vegetable or both and • 2–4 T infant cereal¹ <p>or in place of infant cereal you may serve a meat/meat alternate</p> <ul style="list-style-type: none"> ○ 1–4 T meat, fish, poultry, egg yolk, cooked dry beans or peas; or ½–2 oz cheese; or 1–4 oz (volume) cottage cheese; or 1–4 oz (weight) cheese food, cheese spread <p>or you may also serve</p> <ul style="list-style-type: none"> ○ both the infant cereal and meat/meat alternate
Snack		
<ul style="list-style-type: none"> • 4–6 fl oz formula¹ or breast milk^{2,3} 	<ul style="list-style-type: none"> • 4–6 fl oz formula¹ or breast milk^{2,3} 	<ul style="list-style-type: none"> • 2–4 fl oz formula¹ or breast milk^{2,3} or fruit juice⁴ <p><u>When developmentally ready</u> 0–½ slice bread⁵</p> <p>or 0–2 crackers⁵</p>

¹Infant formula and dry infant cereal must be iron-fortified.

²Breast milk or formula, or portions of both, may be served; however, it is recommended breast milk be served in place of formula from birth through 11 months.

³For some breastfed infants who regularly consume less than the minimum amount of breast milk per feeding, a serving of less than the minimum amount of breast milk may be offered with additional breast milk offered if the infant is still hungry.

⁴Fruit juice must be full-strength.

⁵A serving of this component must be made from whole-grain or enriched meal or flour.

**CHILD AND ADULT CARE FOOD PROGRAM
RECORD OF VENDORS CONTACTED (Under \$100,000)**

Name of Vendor	Date of Contact	Specifications (menu, delivery, packaging, time period, number of meals, etc.)	Bid Price	Bid Accepted
1.				
2.				
3.				